



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

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Director

INFORMATIONAL LETTER NO.1176

DATE: October 15, 2012

TO: Individual Consumer-Directed Attendant Care Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: CDAC Enrollment Renewal Launch 2012

EFFECTIVE: Immediately

The IME will begin enrollment renewal of Individual Consumer-Directed Attendant Care Providers starting immediately. Enrollment renewal is a requirement for all providers in order to stay active in the Iowa Medicaid program. We encourage you to return the below forms immediately. **Providers who fail to complete enrollment renewal by December 31, 2012, will have their Medicaid provider number terminated, and claims will no longer be paid.**

Enclosed are two forms that must be completed and returned to the IME:

1. Iowa Medicaid Provider Agreement (470-2965)

Every Iowa Medicaid provider **must** sign the new provider agreement. Please read the agreement and complete the last page. This is a legal contract and once you sign you are legally obligated to meet all of the requirements of the agreement. **We strongly urge all providers to read the agreement and understand the rights and responsibilities of being a Medicaid provider prior to signing the agreement.**

2. Individual CDAC Disclosure (470-4612)

Complete and sign this document in which you disclose federally required information.

Please send the above documents to the following address:

Provider Enrollment
P.O. Box 36450
Des Moines, IA 50315

Please DO NOT include claims in the envelope with these documents. If you include claims with this mailing, it will result in a delay to your claim being paid.

If you no longer wish to be an Iowa Medicaid provider or if you have questions regarding the Enrollment Renewal process please contact the enrollment department of the IME Provider Services Unit at 1-800-338-7909 option 5, or locally at 515-256-4906, option 5.